



VILLAGE OF SUTTONS BAY
ADMINISTRATION/PERSONNEL COMMITTEE
REMOTE MEETING NOTES OF APRIL 7, 2021

The meeting was called to order at 8:16 a.m. by Lutke.

Present: Christensen and Lutke
Absent: Suppes
Staff present: DeVol, Fay, Larrea and Petroskey

Reports

The revenue and expense report was submitted by Treasurer DeVol and can be found in this meeting packet.

Public Comments

Bill Perkins asked about the gas line that was cut through the sewer line. Miller stated it has been remedied.

Report VSB-2021-19 Banner Policy

The proposed policy is just a pre-draft at this point. Committee suggests the Village hang Village related banners in the interim when the banners poles are not in use by other organizations, highlighting such things as Village parks. It was suggested local artists create these Village related banners. There are currently four light poles that can be used, two more could be installed. Committee would like applicants to use a sign company to hang the banners due to liability issues. The size of the banners will be confirmed. Committee supports the proposed policy. Larrea stated he will bring a finalized draft back to Committee next month for recommendation to Council.

Report VSB-2021-20 Trailer Parking on Village Streets

Committee recommends moving forward on the proposed Ordinance, stressing the importance of consistent enforcement. Committee suggests placing the Ordinance on the Village website for educational purposes. Also suggested is the development of informational packets for licensed Short-Term Rental's including ordinances such as this proposed ordinance so that the lessee better understands rules and regulations of the Village.

Proposed Amendments to Peddlers Ordinance

Committee recommends the proposed amendments highlighted in blue of the Peddler's Ordinance found in the packet. Committee discussed the interpretation of the word "goods" in Section 3(a), and that further clarification may be necessary. Committee also discussed Food trucks in the Village. Food trucks will be discussed separately and at later date. Relative to the

Suttons Bay Art Festival, Food trucks will not be allowed this year and that the Art Fest be informed of such. Committee asked if the Peddler's Ordinance applied to Ice Cream trucks.

Public Comment

Bill Perkins stated the Suttons Bay Art Fest is planning on setting up on Front Street, and that they are fine with the way food vendors have operated in the past. He further suggested the Village have a design contest for the Village banners with a prize of \$300.00. Perkins stated he could provide a contact list of local Leelanau County artists for the contest.

Committee Member Comment

Christensen asked if the Village has a Tree policy that could be provided and viewed by others, and specifically are their actual facts of trees removed and replaced. Is there a specific plan for removal and replacement? Larrea stated last year 9-10 dead/hazardous trees were removed and will be replaced this year, as well as an additional 5-10 new trees. The goal is put trees back where they come out and to keep the street trees. Larrea stated staff is trying to catch up and identify trees that need to be removed and replaced, and further emphasized the importance of trees in the Village. There are trees in Marina Park that will be replaced with money donated from the Art festival. The Champion tree donated last year will be replanted to another location. Trees had to be removed during the TAP Grant project, and as a result of the project, electrical was placed along one side of the street, therefore a variety of trees were planted on the other side. Larrea would like to see more trees planted downtown.

Christensen stated the Village is doing an amazing job and would like to see some of the highlights communicated better via a monthly emailed newsletter and on the website. She suggests updates and pictures and wondered if a summer intern could assist. Larrea agreed that quarterly newsletters are a good idea. It was suggested that something be placed in the next newsletter that individuals can sign up for e-updates.

The meeting adjourned at 9:16 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.